

HOW TO REGISTER FOR ACCELA CITIZEN ACCESS

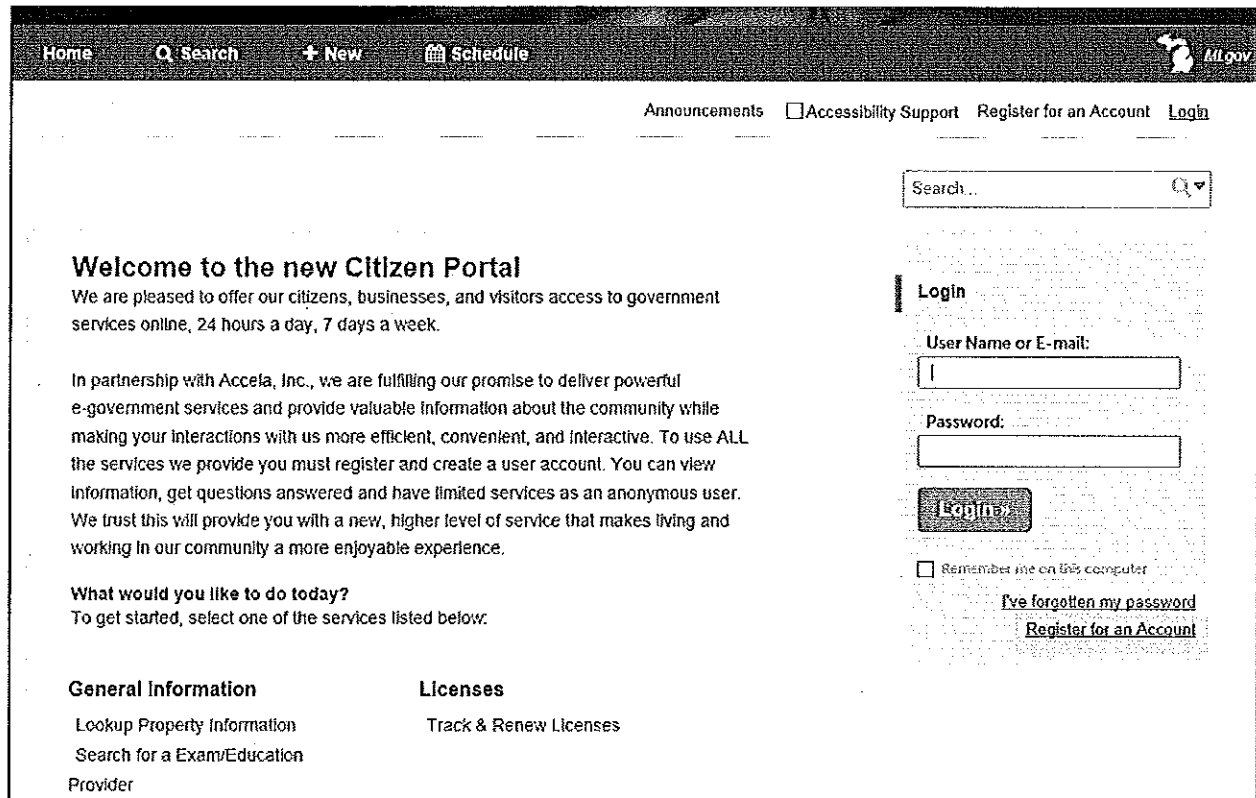
The Bureau of Fire Services is in the process of converting to an electronic plan review system. The plans will have to be submitted through the Accela Citizen Access (ACA). The following pages titled **ACA Register for an Account** will walk you through the process to become an ACA user.

Please contact the Bureau of Fire Services at 517-241-8847 or send an email to BFSPlanReview@michigan.gov for questions on registering for ACA access.

ACA Register for an Account

Note: these screenshots are from Accela v 8.0

A Public user that does not have a login, should select the link to 'Register for an Account'. In the image below the link is highlighted in yellow. The text on the left side under Welcome to the new Citizen Portal can be changed to be specific to your agency and users.



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Welcome to the new Citizen Portal

We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

In partnership with Accela, Inc., we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

What would you like to do today?
To get started, select one of the services listed below:

General Information	Licenses
Lookup Property Information	Track & Renew Licenses
Search for a Exam/Education Provider	

Login

User Name or E-mail:

Password:

Login

☐ Remember me on this computer

[I've forgotten my password](#)
[Register for an Account](#)

After the 'Register for an Account' link is clicked, the Account Registration screen displays. The text and general disclaimer text can be update to be specific to your agency and users.

To move forward from this screen, the public use will select the check box and click the Continue Registration button.

The screenshot shows the 'Account Registration' page on the MI.gov website. The top navigation bar includes links for Home, Search, New, and Schedule, along with the MI.gov logo. On the right side of the page, there are links for Announcements, Register for an Account, and Login. A search bar is located in the upper right area. The main content area is titled 'Account Registration' and informs the user that they will be asked to provide information to open an account. It lists three requirements: choosing a user name and password, providing personal and contact information, and providing license numbers if applicable. Below this, it asks the user to review and accept the terms. A 'General Disclaimer' box is present, stating that the agency does not warrant the accuracy or functionality of the website. At the bottom, there is a checkbox for 'I have read and accepted the above terms.' and a 'Continue Registration' button.

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Account Registration

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.


General Disclaimer

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a

☐ I have read and accepted the above terms.

Continue Registration >

The next screen will ask the user to enter information to create their own user. If the user name or email address is already used by the system, a message will display to the user to enter something different. There is a configuration option to enter your own security question or select one from a select box. Also, mobile phone and receive SMS messages are only available in v8.0. Under the Contact Information section, the user will need to select to Add New button.

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Account Registration Step 2: Enter Your Account Information

* Indicates a required field.

Login Information

* User Name: ?

* E-mail Address:

* Password: ?

* Type Password Again:

* Enter Security Question: ?

* Answer: ?

Mobile Phone:

☐ Receive SMS Messages


Contact Information

Choose how to fill in your contact information.

[Add New](#)

Enter the words below

5595



[Continue Registration >](#)

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Once the Add New button is selected, the user may be prompted to Select Contact Type. This option can be skipped if only people need to log in.

The screenshot shows a 'Select Contact Type' dialog box with a close button (X) in the top right corner. Inside the dialog, there is a label '*Type:' followed by a dropdown menu currently set to 'Individual'. At the bottom of the dialog, there are two buttons: 'Continue' and 'Discard Changes'.

After the Continue button is selected, the Contact Information screen displays. The fields on this form are editable and should be considered as input for matching new public users with existing contacts in the system. If the agency only allows for 1 address per contact, then the Add Additional Contact Address can be removed. The Add Additional Contact Address button, allows the user to enter multiple addresses.

The screenshot shows the 'Contact Information' form with a close button (X) in the top right corner. The form contains the following fields and sections:

- * Individual/Organization:** A dropdown menu with 'Individual' selected.
- Preferred Channel:** A dropdown menu with 'Email' selected.
- First:** and **Last:** text input fields.
- Name of Business:** text input field.
- DBA/Trade Name:** text input field.
- Full Name:** text input field.
- Home Phone:**, **Work Phone:**, and **Mobile Phone:** text input fields.
- E-mail:** text input field.
- ▼ Contact Addresses** section containing:
 - Add Additional Contact Address** button.
 - Text: 'To edit a contact address, click the address link.'
 - Text: 'Showing 0-0 of 0'.
 - A table with the following headers: **Address Type**, **Recipient**, **Address**, **Status**, **Start Date**, **End Date**, and **Action**.
 - Text below the table: 'No records found.'
- At the bottom of the form are **Continue**, **Clear**, and **Discard Changes** buttons.

Clicking the Additional Address button will display, then Contact Address Information. The fields on this screen can be rearranged and display only address 1 instead of broken into street #, street name, street type, and direction.

The screenshot shows a 'Contact Information' window with a 'Contact Address Information' sub-section. The sub-section contains several form fields: 'Address Type' (a dropdown menu showing '--Select--'), 'Street # (start):', 'Street Name:', 'Street Type:' (a dropdown menu showing '--Select--'), 'Direction:' (a dropdown menu showing '--Select--'), 'City:', 'State:' (a dropdown menu showing '--Select--'), and 'ZIP Code:'. At the bottom of the sub-section are three buttons: 'Save and Close', 'Save and Add Another', and 'Clear'. To the right of the 'Clear' button is the text 'Discard Changes'. Below the sub-section is a button labeled 'Add Additional Contact Address'. The main window has a title bar with 'Contact Information' and a close button (X). The sub-section has its own title bar with 'Contact Address Information' and a close button (X). The background of the window is dark and textured.

Contact Information

Contact Address Information

Address Type:
--Select--

Street # (start): Street Name: Street Type: Direction:
--Select-- --Select--

City: State: ZIP Code:
--Select--

Save and Close Save and Add Another Clear Discard Changes

Add Additional Contact Address

Contact Information

Full Name:

Home Phone:

Work Phone:

Mobile Phone:

E-mail:

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.

✓ Contact address added successfully.

Showing 1-1 of 1

Address Type	Recipient	Address	Status	Start Date	End Date	Action
Home		953 Horsfield WAY, Wake Forest NC 27537 United States	Active			Actions ▼

Continue

Clear

Discard Changes

Contact Information

WORK PHONE REQUIRED.

Full Name:

Home Phone: Work Phone: Mobile Phone:

E-mail:

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.

✓ Contact address added successfully.

Showing 1-1 of 1

Address Type	Recipient	Address	Status	Start Date	End Date	Action
Home		953 horselrad WAY, wake forest NC 27537 United States	Active			Actions ▼

After the user enters their contact information, they will be enter the CAPCHA question and click the Continue Registration button.

Account Registration Step 2: Enter Your Account Information

* indicates a required field.

Login Information

* User Name: ?
josiecorey

* E-mail Address:
test@accelea.com

* Password: ?

* Type Password Again:

* Enter Security Question: ?
what is the name of your dog?

* Answer: ?
max X

Mobile Phone:

☐ Receive SMS Messages

Contact Information

Choose how to fill in your contact information.

✔ Contact added successfully.

Josie Corey
test@accelea.com
Home phone: (111-222-3333)
Mobile Phone:
Work Phone:
Fax:
Edit Remove

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.

Showing 1-1 of 1


Address Type	Recipient	Address	Status	Start Date	End Date	Action
Home		953 horsetrail WAY, wake forest NC 27587 United States	Active			Actions ▼

Enter the words below



Continue Registration >>

The user will receive a successfully created screen with all the data they have entered. The system could optional send the user an email at this time.

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Your account has been successfully created.

Congratulations. You have successfully created an account with the Agency. An e-mail has been sent to you with instructions for verifying your information. If you have registered as a licensed professional, additional activation by the Agency may be required. If activation is necessary, another e-mail will be sent notifying you when activation is complete.

Account Information

User Name:	Joslecorey
E-mail:	test@accela.com
Password:	*****
Security Question:	what is the name of your dog?
Mobile Phone:	
Receive SMS Message:	NO

Contact Information

Josie Corey	Home Phone: 111-222-3333
test@accela.com	Work Phone:
	Mobile Phone:
	Mobile Phone:
	Preferred Method of Contact: Email

Contact Address List


▼ Contact Addresses

Showing 1-1 of 1

Address Type	Recipient	Address	Status	Start Date	End Date	Action
Home		953 horselrail WAY, wake forest NC 27587 United States	Active			

Login Now

The user can click the Login Now button to login and start using ACA.

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[Announcements](#) [Logged in as: Josie Corey](#) [Collections \(0\)](#) [Cart \(0\)](#) [Account Management](#) [Logout](#)

Hello, Josie Corey

[Action Required \(0\)](#)

[Hide](#)

There are no actionable items which need your attention right now.

[Saved in Cart \(0\)](#)

[View Cart](#)

There are no items in your shopping cart right now.

[My Collection \(0\)](#)

[View Collections](#)

You do not have any collections right now.

[Work in Progress \(0\)](#)

[View All Records](#)

Record Name	Record ID	Module	Creation Date	Action
No records found				

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